



**WESTON MOLONGLO
FOOTBALL CLUB
CANTEEN**

Managers:
Ella and Holly



General Morning Set Up

Wipe down all benchtops. Turn on the heater. Unlock the stockroom. Unlock the window roller and gate. Place the hotdog slow cooker on the counter to the right hand side of the large pie warmer, fill with water and turn on to low. Turn on the pie warmers. Clip price display to gate so customers can see when approaching the canteen.

Bread

Each bread tub is to have a length of baking paper to cover the top of the bread, keeping as much freshness as possible.

- Sliced bread placed in one half of the large tub, each slice with a napkin underneath for readiness to serve for sausage sizzles at the BBQ. Place the tub on the bench next to the smaller pie warmer and put the extra loaves underneath the bench under the tub.
- Round rolls sliced in half horizontally and placed in the other half of the large tub, each roll with a napkin underneath for readiness to serve for egg and bacon rolls at the BBQ. Once the tub is full continue to slice the rolls but replace them in the bags with no napkins to use for easier restocking later. Place the tub on the bench next to the smaller pie warmer and put the extra roll bags underneath the bench under the tub.
- Long rolls sliced lengthwise along the top and in a medium tub with a napkin wrapped around each roll for readiness to serve hotdogs. Once the tub is full continue to slice the rolls but replace them in the bags with no napkins to use for easier restocking later. Place the tub underneath the bench under the hotdog slow cooker and place the extra roll bags next to the tub.

Fridge

Ensure all drinks are fully stocked and in neat order. Turn on the fridge light with the blue switch under the fridge doors.

Pies and Sausage Rolls

Do not put anything on the lowest shelf as it will burn. Gloves are to be worn when handling unpackaged food.

- Place xxx pies into the large pie warmer on the second lowest shelf. Meat pies are to remain in their individual packaging, veggie pies to be placed with meat pies.
- Place xxx sausage rolls on the second highest shelf.

Check hot food after around 30 mins that they are hot to the touch. When hot food is hot (not warm) place in the smaller pie warmer, transferring on a tray to minimise crumbs, dropped food, and burned hands.

Hot food is to be served out of the smaller pie warmer only to avoid serving unprepared food. Place a small stack of napkins and a set of tongs next to the smaller pie warmer to be used to serve the hot food.

Hotdogs

Place the electric cooker to the left hand side of the sink and plug in. Open a packet of hotdogs from the fridge (knives and scissors are in the utensil box in the tub labelled 'Prep'), place the hotdogs in the thingy. Using jugs found in the tub labelled 'Prep' fill the cooker with enough water to cover the hotdogs. Turn on the cooker to level x. Once the water in the thingy is boiling, turn off the cooker. Remove the cooked hotdogs and place them in the hotdog slow cooker which is located next to the large pie warmer, use tongs and a foil tray. Pour out the used hotdog water into the sink ready to start over with the next batch of hotdogs.

Counter & Restocking

- Place stock that is in the tub labelled 'Counter Stock' on the serving counter to display. When an item has sold out, if there is any additional stock it will be in the stockroom in the tub labelled 'Unopened Stock', if there is no additional stock then the item is sold out.
- Place one of each drink from the fridge on the external lower counter in the corner closest to the stockroom to display available drinks.
- Place a bottle of tomato, BBQ and mustard sauce (from the fridge) on the external lower counter in the corner closest to the large pie warmer.
- Place two of each muffin variety on the blue patterned plate (found in the tub labelled 'Prep') using gloves or tongs.
- Plug in the eftpos machine in the socket next to the stockroom.
- Stack lolly bags in the container that is marked \$1 (found in the tub labelled 'Prep'). The additional lolly bags are located in a bag under the counter, once these are gone then the lolly bags are sold out.
- To restock hot food please see the individual hot food sections.
- Restock bread from the bags under the counter when there is a lull in service.

Payments

Both cash and EFTPOS are accepted at the canteen.

Cash

- Float is to be counted in the morning and recorded on the form provided. Cash is then to be put into the cash register under the counter in the order shown in the photo below.
- When a customer pays with cash, deposit in the correct location in the cash register and return the correct change.

Card

- Plug the EFTPOS machine from the prep tub into the power point next to the storeroom door.
- When a customer pays with a card, put the correct amount including cents into the machine using the number keys then press the green 'ok' button, the customer will then need to tap their card or phone. The machine will then process the purchase and print the retail receipt, put the receipt on the spike and decline the customer copy with the yellow button under the 'no' For a \$1.00 purchase press the '1', the '0' and the '0', then the green 'ok'. The red 'cancel' button is to cancel a transaction.
- We do not do cash out transactions.

Serving

- When there are four volunteers/staff two are to have gloves on and serve the hot food, and two are to have bare hands to handle payments and packaged items. If there are three volunteers/staff one is to have gloves and two with bare hands.
- When a customer orders hot food a volunteer with gloves on will supply the hot food
- If the customer orders a sausage sandwich or egg and bacon roll, they get the empty slice of bread or roll and are then to take it to the bbq to get the fillings.
- When a customer orders a pie or sausage roll, take the item out of the smaller pie warmer and serve on a napkin.
- When a customer orders a hot dog, take a long roll with a napkin from the tub under the counter and place a frankfurter in tongs and serve.
- When a customer orders a drink a volunteer with bare hands will take the drink out of the fridge and serve.
- Muffins are to be served on a napkin with tongs or a gloved hand.
- Packaged items may be served to or taken by the customer with a bare hand.

Hygiene

- Wash hands on arrival at the canteen.
- When handling hot food or unpackaged food use gloves or tongs, do not handle unpackaged food with bare hands.
- Do not touch money or packaged items with gloves on, if you do replace gloves.
- Take the rubbish to the skip when full and replace the bag located in the storeroom. Wash hand on return.

Pack away

- Turn off all appliances at the wall.
- Hand wash and dry all dishes, utensils that have been used, slow cooker bowl and electric fry pan (do not get electricals wet). Do not wash disposable items such as foil trays. Dish soap, sponge/scourer and clean tea towels are located in the tub labelled 'cleaning'. Once completed, put the used tea towel in the dirty tea towel tub in the 'Cleaning' tub and throw out the sponge.
- Put clean utensils, jugs, glove boxes, EFTPOS machine, baking paper, lolly bag tub, chopping boards and muffin plate in the tub labelled 'Prep' as per photo.
- Restock the drinks fridge from the stockroom supply.
- Place all tubs back in the stockroom to their assigned place as per labels and photo.
- Wipe down all benchtops with chux wipes and kitchen spray from the 'Cleaning' tub, then dispose of the chux.
- Spray down the bench tops with disinfectant spray.
- Sweep all debris out the door.
- Take rubbish to the skip located next to the bathrooms.

First Aid

- When ice is required for an injury, take a small bag of ice from the freezer in the storeroom and give it to the customer. No charge for ice. Ice may not be returned but is to be thrown out after use.
- If there is no small ice ready, fill a plastic bag from on top of the freezer with ice from the large bag.
- There is a first-aid kit located on the right side of the shelf in the storeroom. There is also a defibrillator, a pair of crutches and a stretcher. If an item is taken from the first-aid kit, fill in the form located with the kit, for replenishment the following week.

BBQ replenishment

Extra packets of sausages or bacon are in the fridge, chopped onions in the freezer in the storeroom. Hand these to the BBQ volunteers when they ask for more. Once there is no more stock in the fridge/freezer the BBQ will start to wind down and cook whatever remains defrosted.

Main Points

- **Hot food** - Serve hot food from smaller pie warmer and hotdogs from slow cooker. Napkin with each hot food.
- **Gloves** - Use gloves or tongs to touch unpackaged food. Gloves not needed for packaged items. Use a non-gloved hand to handle money.
- **Injury** - Ice in freezer in storeroom, first aid kit in storeroom right hand side
- **EFTPOS** - Type price including cents, press ok, tap card.
- **Hygiene** - Wash hands regularly, take bin to skip when full
- **Questions?** – if Ella or Holly are not within sight please make contact via the WhatsApp group